

IDAHO MANUFACTURED HOUSING BOARD MEETING

Monday – December 10, 2007 – 9:00 a.m.

**Division of Building Safety
Board Conference Room
1090 East Watertower Street, Meridian, ID**

NOTE: The following report is not intended to be a verbatim transcript of the discussions at the meeting, but is intended to record the significant features of those discussions.

The meeting was called to order by Chairman Jerry Inouye at 9:30 a.m. on Monday, December 10, 2007.

Board Members Present:

Jerry Inouye, Chairman
Brian Tibesar
Ann Beebe

Board Members Absent:

Todd Ritter

DBS Staff Members:

Kelly Pearce, Administrator
Roger Gabel, Deputy Attorney General
Brandee Pasborg, Office Specialist 2
Renee Bryant, Administrative Assistant 2
Danielle Lefler, Administrative Assistant 2

Steve Keys, Deputy Administrator, Operations
Jack Rayne, Building Bureau Chief
Melinda Doan, Technical Records Specialist
Bill Hatch, Public Information Officer

♦ **Approval of the December 10, 2007 Agenda**

Jack Rayne requested correspondence regarding enforcement issues be added to the agenda as item nine under “New/Old Business”.

MOTION: Brian Tibesar made a motion to approve the amended agenda. Ann Beebe seconded. All in favor, motion carried.

♦ **Approval of the August 23, 2007 Board Meeting Minutes**

MOTION: Brian Tibesar made a motion to approve the August 23, 2007 Board Meeting minutes. Ann Beebe seconded. All in favor, motion carried.

♦ **Financial Report**

The board reviewed the financial report included in the board packet.

MOTION: Brian Tibesar made a motion to approve the financial report. Ann Beebe seconded. All in favor, motion carried.

♦ **Schedule 2008 Meeting Dates**

The proposed 2008 Manufactured Housing Board meeting dates are as follows: January 28th, April 21st, July 21st and November 24th. All meetings will be held at the Division’s Meridian office, commencing at 9:30 a.m. (MST).

MOTION: Brian Tibesar made a motion to approve the proposed 2008 Manufactured Housing Board meeting dates. Ann Beebe seconded. All in favor, motion carried.

♦ **Housekeeping for 2008 Legislation, Licensing Statutes Title 44 Chapter 21**

For the 2008 legislative session, the Division has submitted corrections; adding the Dealer and Responsible Managing Employee (RME) definitions back into the statutes.

♦ **2007 Continuing Education Report**

During October and November, continuing education classes were held throughout the state. Three hundred and seven licensees, inspectors and other interested parties attended. Topics covered were: Changes to House Bills 100 and 76; Mobile Home Rehabilitation Program; Mobile Home Park Advisory Board; installation video; update on HUD program, to include National Installation Standard and Dispute Resolution; DBS website and state licensing.

ACTION: Melinda Doan to assemble a packet of attendee's comments and mail to the board members.

♦ **Governors Manufactured Home Park Advisory Committee Report**

After meeting throughout the year, the committee is collating a report to be presented to the Governor's office.

♦ **HUD Update regarding Model Installation Standards and Dispute Resolution Programs**

The Dispute Resolution Program's final rules were approved in November and will go into effect in February 2008. The National Installation Standard final rule will go into effect October 2008.

♦ **Enforcement Issues**

Roger Gabel, Deputy Attorney General for DBS, formally responded to Sylvia Swearingen's August 24, 2007 letter regarding House Bill 100.

♦ **Administrator's Report**

Board Members – The Board has one "Retailer" position available. The state has a "Boards, Commissions and Councils" website. To view all Idaho boards, vacancies, applications, etc., click on www.idaho.gov.

ACTION: On DBS's Manufactured Housing Board website, the Division to post a notice announcing the opening of one "Retailer" position.

Audio Streaming – Mr. Pearce has offered the Division's services on audio streaming; a way for interested parties to listen to the meetings without actually attending.

ACTION: At the 2008 Continuing Education classes, Jack Rayne to announce audio streaming; explaining the procedure in which to listen to "live" board meetings.

Division Newsletter - A draft of the Division newsletter was previewed. The newsletter will be published twice a year; being available through the mail, schools and electronically. The Division invites any interested party to submit an article for possible publication.

Board Room Reconfiguration - The board room has been reconfigured; placing portable tables in a u-shape for board members and theater style seating for visitors.

Board Functions CD – The Division is in the process of creating a CD for all board members; stressing the basics on board functions, as well as the state of Idaho Open Meeting laws.

ACTION: The January 28, 2008 Board meeting to be held via Teleconference.

MOTION: Ann Beebe made a motion to adjourn the meeting. Brian Tibesar seconded. All in favor, motion carried.

The meeting adjourned at 10:28 a.m.

JERRY INOUE, CHAIRMAN
MANUFACTURED HOUSING BOARD

C. KELLY PEARCE, ADMINISTRATOR
DIVISION OF BUILDING SAFETY

DATE

DATE